

**BRA EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** GREEN TECH BUSINESS MANAGER**JOB POSTING NO:****22-07****POSTING DATE:****8/1/07****EMPLOYMENT STATUS:** BRA Development Program Employee  
(See Attached Definition)**DEPT/DIV:** ECONOMIC INITIATIVES  
ECONOMIC DEVELOPMENT*Job Postings must remain posted for 10 working days before a  
recommendation for hire can be made (8/14/07 )*

**SUMMARY:** Under the direction of the Assistant Director of Economic Initiatives, lead the BRA's efforts to attract and grow green/clean technology industries in Boston. Assist in making Boston an attractive target for industries that improve upon and create innovations in energy efficiency/renewable energy, biofuels, waste disposal and recycling, sustainable purchasing, green building practices, global warming, and sustainable food systems. Assist in developing an overall city-wide economic development strategy for sustainable industries. Based on assessed need; establish a network of local companies offering sustainable products and services. Work closely with BRA staff, the City of Boston, Environmental and Energy Services and regional, state, non-profit and private-sector partners. Collaborate with diverse stakeholders, including businesses, public agencies, and business associations; serve as a liaison to the business community on economic development projects.

Lead the BRA's efforts to attract and grow green/clean technology industries in Boston. Assist in making Boston an attractive target for these industries.

Create and maintain partnerships with utilities, affinity organizations, universities and leading industries

Participate in regular discussions and conduct site visits to companies.

Provide general monitoring of key businesses, develop contacts with business associations and determine current business needs and future challenges for district businesses.

Assist with business attraction to the city including representing the City at trade shows, cold calling businesses regarding expansion opportunities

Work in collaboration with other Economic Initiatives staff to deliver services to businesses

Develop and execute plans to address business expansion and attraction needs, including providing business assistance, resource coordination and marketing.

Support business expansion by providing local businesses with opportunities to co-market products and services through collaborative marketing efforts.

Work with Assistant Director of Economic Initiatives to develop policy and program strategy and planning related to making Boston a target for clean technology businesses in Boston

Represent the BRA and City sustainable economic development efforts in professional networks

Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.

Create events to help build the sustainable business community.

Prepare regular progress reports to be submitted to the Assistant Director of Economic Initiatives

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelors Degree in Business Administration, Economics, Public Administration, Environmental Studies or related field. Must have 3-5 years of combined private and public sector business experience preferably in economic development, business management, marketing, sales, government or community leadership. Strong knowledge and understanding of energy policy and sustainable development issues is required. Strong leadership, organizational and interpersonal skills including public contact and presentation skills are necessary. Excellent oral and written communication skills are needed. Relationship building skills within the business community, city departments, state and federal agencies are essential. Must have a comfort level dealing with customers ranging in size from large corporations to neighborhood businesses. Must recognize and diagnose customer problems and needs and proactively develop creative solutions. A general understanding of urban real estate and business needs is required. Program design & management experience is a plus. Must have a valid Massachusetts Drivers License and own or have access to a vehicle to utilize on a regular, ongoing basis in performance of the responsibilities of the position.

**GRADE: 20****HIRING RANGE: \$56, 822.41 - \$68, 330.20****To Apply:**

Submit resume to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

**E-Mail:** [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US)

An Equal Opportunity Employer

**BOSTON RESIDENCY REQUIRED ON DATE OF HIRE**

RESOLUTION ADOPTED BY THE  
BOSTON REDEVELOPMENT AUTHORITY  
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.